

## **BYLAWS OF THE LANE COUNTY EDUCATION ASSOCIATION**

### **ARTICLE I Name, Affiliation, and Purpose**

- A. **NAME:** The name of the organization shall be the Lane County Education Association (LCEA) (hereinafter referred to as “Association”).
- B. **AFFILIATION:** The Association shall affiliate with the Oregon Education Association (OEA) and the National Education Association (NEA) and shall allow for their Bylaws.
- C. **PURPOSE:** The Association’s purpose shall be to represent the interests of the employees of Lane Education Service District (Lane ESD).

### **ARTICLE II Membership and Dues**

- A. **MEMBERSHIP:** Membership in the Association shall be open to classified and licensed Lane ESD employees covered by the Lane ESD Board and Association Master Contract/Agreement.
- B. **DUES:** The annual dues of the Association shall be established annually by the Executive Board and shall be consistent with the OEA/NEA Bylaws. Local Association dues shall be set by the Executive Board and will be no more than ten dollars (\$10.00) per month. Dues increases shall be approved by a quorum of the membership.
- C. **DUES PAYMENT:** A member’s annual dues shall be prorated, based upon the number of months worked and placement on the dues chart, which takes into account salary, FTE, and certified or classified status. A copy of the most current dues schedule is on file with the Treasurer. National, state, and local dues will be paid by payroll deduction October through June. Members who choose to pay their membership by cash or check shall do so by November 1<sup>st</sup>.
- D. **FAIR SHARE:** A Fair Share Fee Payer must contribute an amount equal to the membership dues, but is entitled to request an annual rebate of the non-chargeable portion of dues from OEA/LCEA. A Fee Payer has all the rights required by law and as negotiated by the Association except that they shall neither hold office nor vote in the Association.
- E. **FAIR SHARE OBJECTOR:** A Fair Share Objector sends a signed and dated form to the Assistant Executive Director (AED) of OEA stating their objection to any portion of their dues being used for any purpose not directly related to collective bargaining. A percentage of dues will be returned by OEA, amounting to a small reduction. The deadline for submitting this letter for a given year is generally the end of the second week of November.
- F. **RELIGIOUS OBJECTOR:** Some employees hold strong personal moral or ethical beliefs regarding their right of non-association that prohibit payment to employee organizations. Upon registering their Religious Objector status with the AED of OEA (renewed every year in writing), they shall pay an amount equal to total professional dues and assessments to a non-religious charity or charitable organization. That payment recipient is mutually agreed upon by the individual and the AED. The AED verifies such payment.

- G. **AUDIT:** A third party outside of the Association and Executive Board shall do an annual audit of the Association financial records. Persons participating in the audit shall go through the financial records and submit a summary statement, including any recommendations, to the Three Rivers Education Council (TREC) office and the Executive Board.

### **ARTICLE III General Meetings and Quorum**

The Association shall hold a minimum of one (1) general meeting during the academic year with dates and agenda set by the Executive Board. The President or a majority of the Executive Board may call special meetings.

- A. **FORMAT:** Meetings may be held virtually through the use of telecommunications. Meetings may also be held in two or more locations in order to accommodate the vast geographic locations of the individual member work sites.
- B. **QUORUM:** A quorum may be physical or electronic, depending upon the format of the meeting. A quorum shall consist of thirty (30) percent of the Association membership, rounding down.

### **ARTICLE IV Ratification of Master Contract/Agreement**

The Master Contract/Agreement, tentatively agreed upon through the negotiations process between representatives of the Lane ESD Board and Association, shall be approved upon ratification by a majority of voting Association members (i.e., the quorum).

### **ARTICLE V Officers**

Officers of the Association shall consist of: Two Co-Presidents, one licensed and one classified (hereinafter referred to as "President"), Vice President, Past President, Secretary, and Treasurer. Officers shall be elected annually (see Article IX).

#### **A. PRESIDENT**

1. Is spokesperson for the Association and oversees all Association business.
2. Presides at all general and Executive Board meetings.
3. Appoints, with Executive Board approval, Association committee chairpersons.
4. Represents the Association in the TREC, or appoints a delegate from among the Officers.
5. Is ex-officio member of all Association committees.
6. May sign checks, in conjunction with other officers.
7. Assumes duties of the Vice President when the position is vacant.
8. Receives a \$599 per year stipend, funded by Association dues, to offset time spent conducting Association business.

#### **B. VICE PRESIDENT**

1. Assumes duties of the Co-Presidents in their absence or in the event of their resignation.

2. Chairs committees as appointed by the President, including serving as the default chair of the Communications Committee.
3. Assumes other duties as designated by the President or the Executive Board.
4. Edits an Association newsletter.
5. May sign checks, in conjunction with other officers.
6. Receives a \$480 per year stipend, funded by Association dues, to offset time spent conducting Association business.

#### C. PAST PRESIDENT

1. Advises the Executive Board for a one-year term following his/her term of office.
2. Acts as Parliamentarian and attends a majority of the Executive Board meetings.
3. Remains in office until a new President is elected.
4. Receives a \$100 per year stipend, funded by Association dues, to offset time spent conducting Association business.

#### D. SECRETARY

1. Keeps minutes of general and Executive Board meetings.
2. Distributes minutes of general and Executive Board meetings, upon approval of the President.
3. Maintains an official file of past minutes, Association newsletters, correspondence, etc.
4. Assists the Vice President with the Association newsletter.
5. Is a member of the Communications Committee.
6. Assists the President with Association correspondence.
7. May sign checks, in conjunction with other officers.
8. Receives a \$420 per year stipend, funded by Association dues, to offset time spent conducting Association business.

#### E. TREASURER

1. Is responsible for Association funds.
2. Disburses Association funds with approval by the Executive Board.
3. Is designated to sign checks in conjunction with at least one other officer.
4. Presents a prepared financial statement at each Executive Board meeting.
5. Prepares an annual financial summary to be available to the membership.
6. Maintains accurate records of Association funds, receipts, and disbursements.
7. Receives a \$420 per year stipend, funded by Association dues, to offset time spent conducting Association business.

### **ARTICLE VI Representatives**

- A. CATEGORIES: There shall be at least one Representative from each of the following Association categories (beyond the Officers acting as member representatives). Categories with more than twenty (20) members may elect one Representative for every twenty (20) members, rounding up or down to the nearest twenty (20). Representatives shall be elected annually (see Article IX). Any revision of the Bylaws that redistributes these categories will apply only to subsequent, regularly scheduled elections.

1. Special Education instructional assistants (SpEd Classified).
2. Special Education teachers, specialists, and school psychologists (SpEd Licensed).
3. Service Area employees and Program Assistants in Special Education, School Improvement, Technology, Media and Library, Facilities, Business, and all others not represented above (Services).
4. At Large (not to exceed the overall ratio of 1-to-20 for the full membership).

#### B. DUTIES

1. Serve on the Executive Board and attend all meetings.
2. Inform their respective membership about Association matters.
3. Serve on the Nominations and Elections Committee.
4. Represent and promote the interests of their respective membership at Executive Board meetings.
5. Fulfill other duties as assigned by the President.

### **ARTICLE VII Executive Board**

#### A. MEMBERSHIP: The Executive Board shall be composed of:

1. The Association Officers; and

2.

At least one Representative from each of the categories listed in Article IV.A (when at least one person has been elected or appointed in a given category).

#### B. DUTIES

1. Determines and sets Association policy.
2. Hears regular committee and task force reports.
3. Represents Association member concerns.
4. May refer issues to the Association membership for discussion or vote, including MOUs.
5. Organizes general meetings.
6. Approves standing committee appointments.
7. Serves as the Association's executive body.
8. Interprets and enforces the Association Bylaws, and as such respects these Bylaws in their individual and collective conduct.
9. Carries out the duties of the President and Vice President if both positions are vacant.
10. May determine stipends for standing committee participation not to exceed \$200.00 per year per committee member.

#### C. CODE OF CONDUCT

1. Board members shall maintain confidentiality. Executive Session information shall not be shared beyond the members of the Executive Board, with the exception of information that needs to be shared among joint committee participants (i.e., Input, Negotiations, and Grievance). Information identifying a represented member shall not be shared beyond that member's Representative(s) without that member's permission.
2. Board members shall not take advantage of any conflict of interest, including any conflict resulting from information received in the course of Union business, nor otherwise use their position for personal gain.

3. Board members shall treat all bargaining unit members in good faith, with equal access, in a manner that is neither arbitrary, authoritarian, nor discriminatory,
4. Board members serve at the discretion of the President, and may be asked to resign if, for example, the member does not abide by this Code of Conduct. Should the member contest such a request for resignation, the matter will be put to a simple majority vote of the Executive Board, with a tie vote resolved in favor of resignation.
5. Although delegates are not Executive Board members (and so do not, for example, attend Executive Session), they are subject to the enforcement of an equally strict code of conduct for continued participation.

D. MEETINGS: The Executive Board shall

1. Meet monthly at the direction of the President or by a majority vote of the Executive Board. These meetings shall be open to all Association members. Public participation is reserved to the first half hour.
2. Be permitted to conduct executive sessions with a majority vote of the Executive Board. These sessions shall be closed to any Association members who are not Executive Board members.

E. QUORUM: A quorum of the Executive Board shall be two-thirds of its members, rounding down (not to include any member while on Leave of Absence, or the Past President when not in attendance, as the Past President is only required to attend half of the meetings). If a Board member has been absent for two consecutive meetings, then they will be recorded as being on Leave of Absence (LOA) at that second meeting and shall not count against quorum.

F. APPOINTMENTS: If a vacancy occurs on the Executive Board due to a resignation, or if a candidate declines to serve in a position to which they have been newly elected, the President may make an appointment, subject to approval by the Executive Board. In the latter case, preference will be given to any runner-up who receives more than one vote in the election for the declined position.

G. ASSOCIATION LEAVE: In accordance with Article II.A of the Master Contract, Association dues will reimburse Lane ESD for release time costs incurred while Executive Board members are conducting Association business.

H. MILEAGE REIMBURSEMENT: Association dues shall reimburse Executive Board and recognized committee members for mileage incurred while traveling for or conducting Association business. (e.g., attending Input Committee meetings and/or providing member representation). Reimbursement shall be at the current ESD and IRS rates.

## **ARTICLE VIII Standing Committees**

The President, with the approval of the Executive Board, shall appoint Association members to the following standing committees. Each committee should have at least one Executive Board member, and members shall serve a term to begin the day after appointment, lasting until the end of the current academic year. Primary appointments (such as the chair) shall be made within one (1) month of the President taking office; supplementary appointments may be made beyond that date.

A. INTERNAL ASSOCIATION COMMITTEES

1. **GRIEVANCE COMMITTEE:** The objective of the Grievance Committee shall be to facilitate the processing of employee grievances and other issues related to contract maintenance. This committee shall be chaired by an Officer.
2. **NEGOTIATIONS COMMITTEE:** The objective of the Negotiations Committee, or its designated representatives, shall be to represent bargaining unit interests during negotiations with the Lane ESD Board of Directors, or its designated representatives. The Negotiations Committee shall develop a rationale for positions on salaries, benefits, and condition of employment after consulting with the bargaining unit. This committee shall be chaired by an Officer.
3. **NOMINATIONS AND ELECTIONS COMMITTEE:** The objectives of the Nominations and Elections Committee shall be to nominate a slate of candidates for Association officers and representatives and conduct all Association elections. (See Article IX.) Note that all Representatives serve on this committee (Article VI.B.3). This committee shall contain at least one member who is not on the Executive Board. This Committee may decline nominations of individuals asked to resign under Article V.C.4.
4. **COMMUNICATIONS COMMITTEE:** The objective of the Communications Committee shall be to gather and edit Union information for timely distribution to membership through physical publications and electronic media that may include, but is not limited to, brochures, newsletters, surveys, ballots, a website, and a social networking site. Responsibility for some content lies with other committees as specified in these Bylaws (e.g., the content of the slate is determined by the Nominations and Elections Committee). The Vice President is the default chair of this committee, assisted by the Secretary.
5. **OPPORTUNITIES COMMITTEE:** The objective of the Opportunities Committee shall be to create or gather information about Union-associated individual and group opportunities for member appreciation, recognition, health, and well being (e.g., NEA Member Benefits, social functions, LCEA awards, retirement gifts, and the like).
6. **WEBSITE MAINTENANCE COMMITTEE:** The objective of the Website Maintenance Committee shall be to perform routine maintenance on the Association website, determine current and future technology needs, and make recommendations to ensure website sustainability.

#### **B. JOINT ASSOCIATION / LANE ESD COMMITTEES**

Recommendations for membership on any joint committee (i.e., Input, Classroom Safety, Sick Leave Bank, and Benefits; see Master Contract Article VI) shall be submitted to the Executive Board prior to presentation to the Lane ESD Board of Directors.

1. **INPUT COMMITTEE:** The objective of the Input Committee shall be to establish communication with Lane ESD around varying areas of concern, in accordance with Article VI of the Master Contract.
2. **CLASSROOM SAFETY COMMITTEE:** The objective of the Classroom Safety Committee shall be to represent the interests of the Association concerning classroom safety.
3. **SICK LEAVE BANK COMMITTEE:** The objective of the Sick Leave Bank Committee

shall be to review and approve requests for Sick Leave Bank hours, in accordance with Article XV of the Master Contract.

4. **BENEFITS COMMITTEE:** The objective of the Benefits Committee shall be to represent the interests of the Association concerning health insurance benefits.

### **ARTICLE IX Nominations, Elections, and Terms of Office**

- A. **NOMINATIONS:** By April 1<sup>st</sup> of each year, the Nominations and Elections Committee shall submit to the Executive Board a list of nominees for all offices, including delegate positions for OEA and NEA Representative Assemblies (RA).
- B. **ELECTIONS:** Each May the Nominations and Elections Committee shall conduct an election. Voting may be conducted by physical or electronic means.
- C. **TERMS OF OFFICE**
  1. Officers and Representatives shall take office August 1 and serve for one (1) year.
  2. RA delegates assume their responsibilities in accordance with the timelines required for timely assembly participation and attendance.
    - a. OEA RA delegates shall serve three (3) year terms.
    - b. NEA RA delegates shall serve one (1) year terms.

### **ARTICLE X Recall of Officers, Representatives, and Delegates**

- A. **RECALL INITIATION:** The recall process is initiated by a petition of half a quorum of the members affected (i.e. currently 15%); that is to say, officers and delegates require a petition with 15% of full membership; representatives (including At Large) require a petition with 15% of the membership in a given employee category.
- B. **RECALL ELECTION:** Upon the Executive Board's validation of the petition, the Nominations and Elections Committee shall conduct a recall election within three weeks.
- C. **INTERIM APPOINTMENT:** If the recall election is successful, the Executive Board shall make an interim appointment to fill the position until the term of office ends or until the next election, whichever comes first.

### **ARTICLE XI Bylaws Amendments**

The Executive Board may amend the Bylaws after thirty (30) days written (physical or electronic) notice to the membership of the proposed changes.

### **ARTICLE XII Actions**

Roberts' Rules of Order (latest revision) shall govern the actions of the Association except where these Bylaws shall make exception(s).

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